

Notice to Superintendent

Rhode Island Department of Children, Youth and Families
Division of Juvenile Correctional Services: RI Training School

Policy: 1200.0702

Effective Date: May 17, 2010

Version: 1

Significant events or situations that threaten the safety or security of residents and/or staff are reported immediately to the Superintendent, the Administrator-on-Call and the Chief of Staff of the Department of Children, Youth, and Families.

Related Procedure

[Notice to the Superintendent](#)

Related Policy

[Unusual Incident Report](#)

Notice to Superintendent

Procedure from Policy 1200.0702: [Notice to Superintendent](#)

- A. Staff immediately notifies the unit manager or Master Control Center.
- B. The unit manager or Master Control Center contacts the Superintendent or, in the Superintendent's absence, the Administrator-on-Call. The Administrator-on-Call ensures that the Superintendent is informed of the incident.
- C. The Superintendent or, in the Superintendent's absence, the Administrator-on-Call notifies the Chief of Staff.
- D. Incidents include but are not limited to:
 - 1. Injury to employees or residents which involves emergency treatment
 - 2. Death of residents or staff
 - 3. Runaways
 - 4. Any fights between individuals involving a weapon
 - 5. Fires
 - 6. Bomb scares that require evacuation
 - 7. Major property loss or damage
 - 8. Any behavior incident of a resident or group of residents that involves the assistance of State or Municipal Police
 - 9. Suicide attempts
- E. Staff document the incident in accordance with [DCYF Policy 1200.0827, Unusual Incident Report](#).